

CONFIDENTIAL

2 August 1950

MEMORANDUM FOR: Chief, Administrative Staff

SUBJECT: Space Requirements for COAPS

1. COAPS needs to have about 2,000-2,400 square feet, preferably divided into seven rooms of which one good sized one would be a general office for the three clerks and files, another good sized one would be a conference room for a dozen or more people, and the remaining five smaller rooms would be private offices for the Officers. We think private offices would be preferable to doubling up as at present.

2. If the Conference Room is to be shared with another group as at present, at least one of the private offices would have to be larger than the others to take care of small meetings, so there would be negligible difference in the area needed.

PRESGOTT CHILDS, Chief
Coordination, Operations
and Policy Staff

PC/da

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